

Assessment Policy – Students and Families

Rationale

MacKillop Catholic College recognises that teaching, learning and assessment of that learning are fundamentally interdependent. Learning outcomes, which include knowledge and understanding of a subject as well as cognitive, personal, and academic skills, should be explicitly stated, and these should be the pivot around which the whole course is developed. Assessment tasks are set to assess and report on a student's demonstrated ability in a range of areas. Meeting deadlines for these tasks is an important part of this process.

Assessments

All assessments have a cover sheet that tells students what they are being assessed on and how to complete the task. Assessment serves three roles: Assessment for Learning (AFL) informs teaching, Assessment as Learning (AAL) empowers students as assessors, and Assessment of Learning (AOL) gauges achievement against standards.

Due Dates

Clear due dates will be given at least 2 weeks prior to the due date and will appear on the assessment cover sheet. The term assessment calendar is on the MacKillop Catholic College website. <https://www.mackillopnt.edu.au>.

Submissions

Students must submit drafts (at least 80% of the task) by the due date. Failure to do so without prior approval results in an afterschool detention on Thursday, communicated via email and phone. If the student does not attend the detention or still does not submit, they will be withdrawn from their next lesson to complete the draft, which will be used as their submission if no final submission is made. Extensions must be requested at least two days before the due date.

Failure to Submit

If a student does not submit the final assessment to their classroom teacher, the Head of Department will direct the teacher to issue a formal letter of concern. This letter, sent via SEQTA Correspondence, will notify the parent/carer that a zero grade has been recorded for the task. If a draft was submitted, it will be assessed as the final version. Should a student or parent/carer wish to submit work after the letter has been issued, they must follow the appeals process outlined below.

Student Absences

Where a student is to be absent for a test or assessment task, it is advisable for the parent/carer to contact the College as soon as possible. On return to school, the student must bring a note/medical certificate (this is mandatory for all stage 1 and 2 tests/tasks) to explain the absence, this must be provided to the classroom teacher. The student will complete the test/task at an alternative time at the discretion of the teacher.

Appeals Process

If a student wishes to appeal the grade, they have been given they will need to see the Head of Middle/ Senior School to gain the paperwork required to begin the appeals process.

Adjustments and Modifications

Adjustments to assessment tasks will be made for students with special provisions, EALD needs or Inclusion requirements. These will be listed on the Assessment Cover Sheet.

Cheating, Plagiarism and Collusion

If a student is caught cheating or plagiarising work (including the use of AI) that is not their own, then only the portion of work which can be identified as their own is graded and the rest ignored. The student is awarded a grade for what can be identified as their own work. Parents will be informed, and this will be followed up with the Academic Letter of Concern – Cheating and Plagiarism.

Failure of the Subject

If a student is failing a subject (grade less than C) then the parent will be notified, and this will be reflected on semester reports.

Reporting

At MacKillop Catholic College students receive reports in all areas studied in Semester One and Semester Two of each academic school year. Teachers undertake "Real Time Reporting" for student's work at least once per term. Semester reports will show an overall achievement grade for each subject. Family conferences are also held at the end of Term 1 and 3

ASSESSMENT POLICY FLOWCHART

At Least 4 Weeks Prior to Due Date of Draft

Class teacher creates an assessment task in accordance with Unit Overview/LAPS.

At Least 3 Weeks Prior to Due Date of Draft

Assessment task is approved by Head of Department, who enters the task with all applicable dates and rubrics into SEQTA

At Least 2 Weeks Prior to Due Date of Draft

Assessment task with submission dates for drafts and final copies are communicated to students and families. ***Drafts due at least 2 weeks before final.***

Students submit drafts directly to class teacher by due date.

Non-submission of Draft

A completed draft must consist of **80% of the word count**, otherwise is treated as a non-submission.
Class teacher communicates non-submission to families and issues academic detention. Students to submit draft before leaving detention.

Non-attendance/submission

Academic withdrawal from next scheduled lesson and submission of draft before leaving.
Timely academic feedback forfeited and final submission date to remain the same.

Extended Non-attendance/submission

Consult with Head of Department and then Head of Year for family interview/phone call.
Notice of Zero Grade sent to families.
Families to follow an appeals proces to change result.

Submission of Draft

Feedback on draft given ***one week prior*** to final due date.

Submission of Final Copy (Directly to the Class Teacher)

Extension negotiated if applicable (at least 2 days before due date).

Finished task is marked, moderated, graded, and comments posted on SEQTA **no more than 2 weeks after submission.**